

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
SPECIAL MEETING
Minutes of July 17, 2007**

- I. **ROLL CALL.** Chair Jim Wilson, Trustees Samantha Baraw, Libby Hambleton, Thomas McCarney, and Richard Suitor. Also present were Village Manager Nanci Allard, Kathleen Lott (*Northfield News & Transcript*), Superintendent of Public Works William Lyon, Water/Sewer Department Foreman Patrick Demasi, Thomas Nesbitt (Stantec Consulting, inc.), and Administrative Assistant Kenneth McCann.

Chair Wilson called the meeting to order at 7:02 p.m.

- II. **PUBLIC PARTICIPATION:** none.

III. **DISCUSSION**

- a. **Water Project.** The phase of the project currently under consideration would entail improvements to the existing waterlines along North Main Street and parts of Doyon Road and Northfield Falls. The Board would like to schedule a bond vote for mid-November 2007. Trustee McCarney would have preferred a vote in October but does not think the necessary public hearings, informational mailings, etc. could be done in time.

Engineer Thomas Nesbitt (Stantec Consulting, Inc.) stated that this would fit with the schedule that he envisioned with advertising for bid proposals beginning in January 2008, the bid award in early March 2008, and (depending on the weather) construction starting in mid-April 2008. He added that contractors should be “hungry” for work at the beginning of the year so mid-January advertising would get a good response. Although he is not a bond attorney, Mr. Nesbitt also feels that the financial environment should be positive for getting a bond at a reasonable rate. His staff has gone through the blueprints for the projects and he believes that all is in order.

Trustee McCarney believes that promotional materials prior to the vote should include maps that would show the general location of the project. He does not want too much detail in the maps in case some minor alterations do need to be made later. The main thing is to show the route of the project. Mr. Nesbitt stated that the site plan can be reduced to an 11” x 17” PDF file that could be forwarded to the Village offices for distribution.

Trustee Suitor stated that a major concern that should be addressed in any flyer is the cost of the project, which now is estimated at \$2,600,000. Mr. Nesbitt stated that Montpelier is planning a similar project and we may be able to get a more accurate figure based on their experience.

Trustee Suitor asked if there is anything else that the Village can do at this point. Rural Development has not been much help and we do need concrete numbers on funding before we go to the public. Mr. Nesbitt said that we should continue to work with Rural Development but, if they are not more forthcoming, we also should consider going to the State’s Revolving Loan Fund. The worst case scenario would be a bond bank.

Manager Allard stated that we now anticipate borrowing this \$2,600,000 over thirty (30) years at 4.5% interest. This particular financial set-up would cost the utility customers approximately \$77 per year. This figure includes interest on construction costs, advertising, legal expenses, etc. Mr. Nesbitt stated the project’s contingency fund is now set at 10% but could be lowered to 5% later. He stated that there should be a clearer picture on costs by mid-September 2007, which should be on schedule for the bond vote in November.

Trustee McCarney would like there to be an informational display on the Village Common on Labor Day (09/03/07), when the largest crowds will be there for that weekend's festivities. He also would like a handout available for distribution before then that would focus on an overall image of the project without getting too much into the financial details (which can be explained better at a later time by Accounting Manager Laurie Baroffio when we know more). There also should be some emphasis that this is only one part of a three phase project. Manager Allard suggested that the Efficiency Vermont display in the Municipal Building could be temporarily replaced with one focusing on this phase of the water project for a couple months. She also pointed out that we now have the ability to put flyers into the utility bill mailings.

A debate then followed on what should be the official name for this phase of the project; "Phase 3" is rather confusing as this part of the project is being done first. There were a few suggestions before there was general consensus on the "North Phase of the Water Transmission Upgrade Project."

Trustee McCarney thought it best that Superintendent Lyon and Water/Sewer Department Foreman Demasi be the contact persons to answer any technical questions involving the project. Superintendent Lyon agreed to this. He also added that there would be a display in the Fire House on Safety Day this coming Saturday (07/21/07) that would provide a general overview of the project.

IV. PUBLIC PARTICIPATION: Non-agenda items. None.

V. ADJOURNMENT. Without objection, the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular Board meeting.